

TITLE 5400 - LANDOWNERSHIP
BH 8/90 SUPP NO 90-4
5430.4

Responsibilities. Exhibit 1 establishes responsibility and sequential steps for processing and completing the various steps in a Land Exchange

EXHIBIT I

LAND EXCHANGE SEQUENTIAL PROCEDURES

Case will be processed as follows:

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| 1. Ascertain which lands and the estate that is to be exchanged. Have the proponent specifically describe the private lands offered and the National Forest System land selected. | District |
| 2. Check the status of the Federal and non-Federal lands to determine which exchange authority to use. Identify encumbrances, withdrawals, mining claims, permits, etc. Determine if land classification is in accordance with the Forest Plan. Review with other affected Districts. | District |
| 3. Determine if the exchange proposal should be accepted or rejected based on preliminary scoping and an evaluation of whether or not Forest Management objectives will be met in addition to the requirements in the lands adjustment program. | District |
| 4. Forest Supervisor assigns lead District Responsibility based on the recommendations of the affected District Ranger. | Supervisor's Office |
| 5. Preliminary estimate of value is made to determine if the land values of the offered and selected lands meet the requirements of the appropriate exchange authority. | Supervisor's Office |
| 6. Have the proponent execute a Statement of Intent. | District |
| 7. Submit the Statement of intent to the Supervisor's Office with a recommended name for the exchange. | District |
| 8. Obtain Committment to Insure according to Department of Justice standards. | Proponent |
| 9. Assemble the exchange package and submit it to the Regional Office for serialization, status report, mineral reports, and the preparation of the Notice of Publication & Posting. Schedule with the Bureau of Land Management any needed survey work. Send copies of all correspondence to the impacted District Rangers. | Supervisor's Office |
| 10. Notify the County Commissioners, in which the Federal and non-Federal lands are located, and others who may may have an interest in the proposal. Notify all affected permittees and initiate the escrow easement process if appropriate. | District |

DO STEPS 9 AND 10 AT THE SAME TIME

Exhibit 1 continued

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| 11. Notify all Congressmen, the Black Hills Commission and the State Clearinghouse. Send the Notice of Publication to the appropriate newspapers. | Supervisor's Office |
| 12. Have the proponent sign the Cooperative Agreement to pay the costs of preparing or securing specialists reports. | District |
| 13. Prepare a formal appraisal according to uniform appraisal standards. (Staff, Contract, or Cooperative Agreement). | Supervisor's Office Prepare or Approve |
| 14. Analyze environmental effects, identify and respond to public issues, prepare draft environmental document and decision document. | District |
| 15. Prepare Certificate of Possession, Certificate of Use and Consent, and send the Draft Land Exchange Environmental Assessment to the Regional Forester with a recommendation for approval. | Supervisor's Office |
| 16. Regional Forester signs decision and returns cc to to Supervisor's Office. | Regional Office |
| 17. District Ranger notifies people involved in the scoping process of the decision. | District |
| 18. Have the proponent sign the Exchange Agreement. | District |
| 19. Record the Exchange Agreement in the courthouse and then return it to the Regional Office. | Supervisor's Office |
| 20. Have the proponent execute Warranty Deed for non-Federal lands and record deed. | Supervisor's Office |
| 21. Prepare a Supplemental Certificate of Possession. | District |
| 22. Obtain a Title Insurance Policy in accordance with the commitment and assemble the title file for the Regional Attorney's Opinion. | Supervisor's Office |
| 23. Deliver the Patent or Deed to the proponent and the escrow easements to the permittees. | District |
| 24. Post the land status and record all new property boundaries. | Supervisor's Office |